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Educational Bursary Application Form

General Information

Educational bursaries are offered to students in financial need from the Greater Québec City Area (Capitale Nationale & Chaudière-Appalaches). To apply, students must demonstrate they have requested funding from the prêts et bourses programme of the Ministry of Education. This programme is available only to Canadian citizens or permanent residents of Canada. **International students are not eligible to apply.**

Who can apply?

Bursaries may be awarded for trade school, CEGEP and undergraduate university programs. The Citadel Foundation bursary program does not support students in a Master's or a Ph.D. programme. **Maximum bursaries awarded** are \$1,200 for a trade school student, \$1,500 for a CEGEP student and \$3,000 for a University student.

The bursary application must be completed in its entirety and submitted with **all** the required documents for it to be considered. Any application that is incomplete will not be considered by the Education Committee and will automatically be refused. All applicants are responsible to submit their own applications, supporting documents, and transcripts. Any documents submitted from third parties (school, parent, reference, etc.) on behalf of the applicants will not be accepted. Omissions, false declarations and applications filled by persons other than the applicant, will result in automatic refusal of bursary.

Bursary application deadlines are: **August 31** for the autumn semester and **January 15** for the winter semester.

Complete applications including all supporting documents should be submitted by email in a single PDF file to kpoulin@jhpartners.net

Students who are accepted may remain eligible throughout their course of studies as long as they demonstrate financial need. Students must re-submit a completed bursary application including all the required documents.

How to apply:

Application forms are available at the office of Citadel Foundation, via the Citadel website, and from the Guidance Departments of Quebec High School, St. Patrick's High School, the Eastern Quebec Learning Centre, Dollard des Ormeaux School and St. Lawrence Campus of Champlain Regional College.

Before submitting your application, make sure you have included:

1. a completed application form including your Social Insurance Number;
2. a personal letter outlining financial needs and your career plan;
3. a letter in support of your application (e.g.: school principal, guidance counsellor, teacher, employer, volunteer supervisor or other professional);
4. a letter from your school indicating proof of registration in full-time studies (admission forms will not be considered);
5. a copy of your government loans and bursary assessment (Calcul d'aide);
6. a copy of your most recent grades.

Students whose application has been **accepted** will receive a cheque for the amount of their bursary by regular mail. Students whose application **has not been accepted** will receive notification of refusal from the Education Committee via regular mail.

The Education Committee reserves the right to audit applications and adjust awarded amounts. The Education Committee is under no obligation to justify the refusal of a bursary application. All applications are treated in confidence.

Bursaries from Citadel Foundation are considered to be non-taxable revenue but must be declared on the recipient's income tax return. Bursary recipients will receive T4 and Relevé 1 slips for this purpose.

APPLICATION FOR:

Trade / Technical School bursary: CEGEP bursary: UNIVERSITY bursary:

Section 1: Applicant Information (please print clearly if filling out by hand)

Full Name: _____ Date: _____
Last First

Address: _____
Street Address Apartment #
_____ City Province Postal Code

Phone: () E-mail:
Are you a: Canadian Citizen Permanent Resident
Social Insurance Number: _____ Date of Birth (mm/dd/yyyy): _____

Section 2: Current living situation

Are you financially dependent on your parents? Yes No
If yes, complete section 3A. If no, complete section 3B.

Section 3A: Current living situation – financially dependent on parents

Please check the box that best describes your current living situation. During the course of your studies, you will be:

- Living with both your parents
- Living with one parent
- Living on your own in an off-campus apartment - What is the length of your lease in months? _____
- Living on your own in an on-campus residence
- Sharing an off-campus apartment with 1 or more roommates
If so, with how many roommates? _____ What is the length of your lease in months? _____

Father's Name: _____ Mother's Name: _____

Employer: _____ Employer: _____

Father's gross income: _____ Mother's gross income: _____

Other income: _____ Other income: _____

How many dependent siblings in your family? _____ Please indicate their names and ages below:

Name: _____ Age: _____ Name: _____ Age: _____

Name: _____ Age: _____ Name: _____ Age: _____

Section 3B: Current living situation - financially independent from parents

Please check box that best describes your current living situation. During the course of your studies, you will be:

- Living with your partner/spouse
- Living on your own in an off-campus apartment - What is the length of your lease in months? _____
- Living on your own in an on-campus residence
- Sharing an off-campus apartment with 1 or more roommates
If so, with how many roommates? _____ What is the length of your lease in months? _____

State your gross income: _____ State your spouse/partner's gross income: _____

Do you have any dependent children? Yes No If yes, indicate their names and ages below:

Name: _____ Age: _____ Name: _____ Age: _____

Name: _____ Age: _____ Name: _____ Age: _____

Section 4: Education

Name of High School you attended: _____ Did you graduate: Yes No

Name of CEGEP you attended: _____ Did you graduate: Yes No

What was your course of studies: _____

List the colleges or universities where you've applied:

	Program	No. of years
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please indicate any additional information, financial or other, that you feel is necessary for the Education Committee to reach its decision: (You may be requested to supply further proof of your financial situation.)

Section 8: Declaration

I, hereby, certify that the information given in this confidential application is true and is accurate to the best of my knowledge. I understand that false declarations will result in refusal of a bursary.

Signature of applicant: _____

Signature of Father:
(if applicable) _____

Signature of Mother:
(if applicable) _____

Signature of Guardian:
(if applicable) _____

For office use only (please do not write anything here)

Date application received	<input type="text"/>	Education Committee initials	_____
Supporting documents received	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Education Committee initials _____
Application successful	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Education Committee initials _____